

Submission Guidelines for Education Specialist and Clinical Rehabilitative Services Programs

The following guidelines should help you as you prepare your program document for submission to the Special Education Review Panel. Keep in mind this is a general list and not all items will apply to both an institution of higher education and a district or county office submitting an Internship document.

- a. Submit document in a 3 ring binder/s (no larger than 3 inch)
- b. Provide **3 hard copies to:**
Jan Jones Wadsworth, Ed.D.; Consultant
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95825
(Let Jan know when you are ready to submit BEFORE MAILING) and
- c. Provide **one electronic copy to:**
jjones-wadsworth@ctc.ca.gov
- d. Cross-reference all materials in the appendices clearly
- e. Tab Sections:
 1. Introduction (Table of Contents)
 2. Mission Statement
 3. General Preconditions
 4. Common Standards (1-8)- Table of Contents should be "sub tabbed" by #
 5. Category I: Core Standards- Table of Contents should be "sub tabbed" by #
 6. Category II: Core Standards- Table of Contents should be "sub tabbed" by #
 7. Category III: Core Standards- Table of Contents should be "sub tabbed" by #
 8. Appendix A: Attachments (cross reference in Table of Contents)
 9. Appendix B: All syllabi should be subtabbed by course number
Syllabi should include:
Course description
Goals/Objectives/Candidate Competencies
Texts names and resources
Sequence of instruction
Course assignments
Course outcomes
Course grading
Disability accommodations statements
Instructor names
 10. Appendix C: Faculty vitae subtab by name
- f. Submit a cover letter identifying what program document you are submitting, ex: M/M Level I with Internship Option I **or**

_____ District/County Office M/M Internship Level II (applies to all District/County Office proposals) ... **And date of submission**

Note: If you are submitting a document requesting approval for a new Education Specialist Credential and an Internship at the same time, please clarify if this is Internship Option I or Option II per the Standards booklet as well as whether you are an IHE or district/county internship program.

PRECONDITIONS:

Be sure to address the following questions in your narrative about the Preconditions (if such applies):

- a. How are the students informed?
- b. When are students informed?
- c. What position (i.e.: Credential Analyst Advisor) monitors this item?
- d. Where are records maintained?

Focus response to the standards with the following questions in mind:

- a. How is this implemented?
- b. How is this related to other required coursework?
- c. In what sequence is this course being offered? Is this the most appropriate order?

District/County office Intern programs: The “co-sponsor” page you submit to the Commission is related to funding and is NOT APPROPRIATE for meeting Preconditions 16-18.